



MEMORANDUM FOR: Chief, Regulations Control Branch

FROM: Edward L. Sherman
Director of Finance

SUBJECT: Proposed Revision [] Local Transportation

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1. Attached is a revision [] along with the concurrence signatures of the members of the Travel Policy Committee. A subparagraph (d) has been added [] to permit reimbursement for all official miles driven daily in the area of an employee's post of duty by employees who normally operate from the home rather than from an official facility. An offset for home-to-office transportation is required on any day that the employee travels to the official facility serving the locality. (U)

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2. The attached concurrence sheet indicates that the Travel Policy Committee intended that a comparable revision would be applicable to field locations. However, the Committee did not concur in the proposed revision of [] as presented for consideration and recommended that development [] if deemed necessary, be left to the discretion of the Secretary-Advisor, D/C. It has since been determined that the present [] is adequate when considered in the context of the [] situation and such revision would not be appropriate. (U)

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3. We are providing the Office of the Inspector General, the Chief, Audit Staff, and the Office of the Comptroller with information copies. Questions concerning the proposed revision may be referred to the Secretary-Advisor of the Travel Policy Committee, []

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(Signature of Edward L. Sherman)
Edward L. Sherman

Attachments

Distribution:

- O & 1 - C/RCB
- 1 - EO/DDA
- 1 - IG
- 1 - C/Audit Staff
- 1 - Comptroller
- 1 - D/F
- 1 - Reg
- 2 - P&SS

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- (b) When, at the expiration of leave, an employee is required to perform temporary duty either at the leave point or some other point before returning to the permanent duty station. In such cases per diem at the temporary duty point and travel expenses to the temporary duty point and return to the permanent duty station to the extent that such expenses exceed what it would have cost the employee to return to the permanent duty station direct from the leave point may be authorized or approved.

- (20) Travel of an employee to receive an award in accordance with [redacted]

b. (U/AIUO) LOCAL TRANSPORTATION

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- (1) Travel orders are not required for travel:

- (a) Within the employee's post of duty (within the Metropolitan Washington area as defined in [redacted] when headquarters is the post of duty); or
(b) Between Agency buildings and the locations listed in attachment 1 when no per diem or only nominal per diem intended to cover incidental expenses is authorized.

- (2) Employees may be reimbursed for the use of public transportation, including taxicabs, and privately owned vehicles for local travel when authorized or approved by an approving officer. The signature of the approving officer will be accepted as evidence of an affirmative finding that the transportation used was more advantageous to the Government than alternate available means of transportation, including the Agency shuttle bus.

- (3) Reimbursement for use of a POV will be 11 cents a mile for motorcycles or motor scooters and 17 cents a mile for other motor vehicles. The actual cost of parking fees (for parking meters or commercial facilities); ferry fares; and bridge, road, and tunnel tolls is payable in addition to the mileage allowance. These rates do not apply to PCS, EOD, or retirement travel.

- (4) Reimbursement for travel in the area of an employee's post of duty (including those locations listed in attachment 1 if headquarters is the post of duty) will be subject to the following when departure from and return to residence is on the same day:

- (a) Employees who travel by POV directly between their residence and a temporary work, training, or official meeting site, before reporting to or after leaving their permanent place of work, will be limited to reimbursement for the mileage traveled from residence to temporary work site to permanent place of work (or the reverse) less the mileage that normally would have been driven by the employee for one-way travel between residence and permanent place of work on that day.
(b) Employees authorized to use a POV for travel from their residence to one or more temporary work, training, or official meeting sites and return to their residence without reporting to their permanent work site will be limited to reimbursement for the authorized mileage traveled less the round trip mileage that normally would have been driven by the employee between residence and permanent work site on that day.
(c) When local travel as provided in paragraphs (a) and (b) above is accomplished on public transportation, reimbursement will be the actual cost of transportation used less the cost of the transportation that would normally have been used by the employee between residence and permanent place of work, one way or round trip, as applicable.

- (5) The round trip reimbursement rates given in attachment 1 will be applied to claims for POV travel between locations within or near the Metropolitan Washington area listed in attachment 1. One-half of the reimbursement rate will be allowed for one-way trips.

- (6) When employees who are officially ordered to work outside their regular working hours

→ Revised: 27 June 1978 (1140)

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(d) An employee who normally operates from home rather than from an official facility, may be reimbursed for all official miles driven daily, or for the actual cost of public transportation used, without offset as required above. However, the offset for round-trip home-to-office transportation applies on any day the employee travels to the official facility.

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